

REVISED

Internal/External
STATE OF MONTANA JOB VACANCY

Department of Corrections/MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
An Equal Opportunity Employer
June 20, 2008

Job Title:	Adult Case Manager – (Mental Health Discharge Planner)	Position No.:	39310
Division:	Montana State Prison	Pay Band:	5
Location:	Deer Lodge	Bargaining Unit:	MFSPE
Status:	Permanent, Full-Time	Supplement:	Yes, Authorization to Release
Salary:	\$13.298 - \$16.623/hr DOE	Hours:	To be determined

Newly-hired employees with no previous experience will be hired at the entry rate of pay for the job title and band. Newly-hired employees with relevant experience may be credited with up to three years' service for salary schedule purposes.

Application Deadline: Submit a State of Montana application form to any local Job Service Office or the Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722. **Position Closes July 7, 2008.** Attach a copy of completed reference and criminal background authorization form to application. Application materials are available on the web at www.mt.gov.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

Typical Duties: Develops a caseload of inmates that are paroling or discharging. Upon identifying inmates with a mental illness qualified to receive services will meet with the inmate and use supportive counseling techniques to identify their needs and strategize methods to meet parole planning or discharge goals. Involves family and significant others in the planning process. Fills out the Montana Mental Health Services Plan which requires knowledge of the Diagnostic and Statistical Manual of Mental Disorders and SDMI qualifications and codes. Utilizes MSP staff as resources to facilitate various functions of discharge planning as needed. Refers inmates to life skills classes, required groups and other programs to achieve optimum likelihood of getting paroled. Actively reviews all referrals for discharge planning following SDMI criteria and communicates plans to staff or inmates requesting services. Meets with inmates on the discharge planning caseload to review status of their goals and updates. Reviews all open cases with the Mental Health Department during staff meetings. Recognizes the need for therapeutic or emergency services. Communicates with and establishes relationships with Montana's Mental Health Centers, Montana State Hospital, Probation and Parole officers, housing authorities, and various community programs, and advocates the needs/goals of the inmates on the discharge planning caseload. Educates community programs about the correctional system and the Mental Health Department's philosophy and goals. Communicates frequently with Parole Board members regarding the status of inmates on the discharge planning caseload in preparation for the inmate's appointment to see the Parole Board. Attends Parole Board hearings in which representation is needed for inmates on the discharge planning caseload as needed. Documents all aspects of the discharge planning process on a narrative note and keeps files on all inmates on the caseload until discharged from MSP.

Qualifications: Requires a working knowledge of mental health diagnoses and the ability to distinguish Serious Disabling Mental Illnesses according to established criteria. The ability to exercise professional judgement in evaluating situations and making decisions as well as MSP and DOC policies and procedures governing treatment services. Considerable knowledge of the principles and practices of social work, human development and behavior. Working knowledge of the laws, rules, and regulations related to individuals with mental illness. Working knowledge of Microsoft office computer systems. Requires ability to establish and maintain effective working relationships within Montana State Prison, with inmates and family members, and with involved personnel from other agencies and professions as well as communicating effectively both orally and in writing. Write narrative notes clearly and concisely documenting a progression of services as indicated for each inmate. Effectively take knowledge and skills and apply them to practical discharge planning for inmates. Organize and develop individualized discharge goals targeting significant presenting problems. Appropriately maintain employee and inmate relationships. Communicate effectively verbally and in writing. Accept supervision and resolve disputes and complaints from inmates and staff. Work effectively with inmates with serious mental illnesses and their families. Develop and maintain relationships with outside agencies including community treatment providers, district courts, state agencies, legislators, and advocacy groups. Work within the framework of a therapeutic team setting. Behavioral Competencies required are Commitment, Communication, Initiative and Accountability, Influence, and Personal Effectiveness.

Education and Experience: The above knowledge and abilities are typically acquired through a combination of education and experience equivalent to an associates of arts degree in social work, counseling, or a related behavioral science, and one year related work experience. A bachelor's degree in an appropriate field is preferred. Experience in a correctional environment is also preferred.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Human Resource Office at (406) 846-1320.

Equal Employment Opportunity Employer: This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process:

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.

3. **Authorization to Release Information.** This Authorization is required for all positions within the Department of Corrections. **** HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. ****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: This position is classified at a band 5 on the State of Montana broadband pay plan. The salary range is \$13.298 - \$16.623, based upon experience and credentials. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____

